



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

July 29, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF COMMUNITY AND SENIOR SERVICES
COMMUNITY SERVICE CENTER
RELOCATION AND REFURBISHMENT OF THE FACILITY LOCATED AT
1441 SANTA ANITA AVENUE, SOUTH EL MONTE
AND RELATED APPROPRIATION ADJUSTMENT
SUPERVISORIAL DISTRICT 1
4 VOTES**

**JOINT RECOMMENDATION WITH THE DEPARTMENT OF COMMUNITY AND
SENIOR SERVICES THAT YOUR BOARD:**

1. Find that the project is categorically exempt under the California Environmental Quality Act Guidelines, Sections 15301(a), 15311(b) and 15332 and under Class 1(d), Class 1(n) and Class 11(f) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.
2. Authorize the refurbishment of the former Assessor's Office located at 1441 Santa Anita Avenue, South El Monte to allow for the relocation of the existing San Gabriel Community Service Center and establish Capital Project No. 86625 for the project.
3. Approve the project cost of \$235,000 for the refurbishment project.
4. Approve the attached Appropriation Adjustment in the amount of \$235,000 funded from the Asset Development Implementation Fund (ADIF) to provide funding for the refurbishment.

"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
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First District

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Fifth District

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow for the refurbishment of a portion of the former Assessor's office located at 1441 Santa Anita Avenue, South El Monte and relocation of the DCSS San Gabriel Community Service Center, currently located at 3017 Tyler Avenue, El Monte to this facility.

On April 8, 2003, your Board approved the conveyance of the County property located at 3017 and 3035 Tyler Avenue to the City of El Monte for \$1,200,000. It was determined that due to overlapping services in the El Monte area, a more effective use of the County's resources would result from relocating programs to an area where constituents were underserved. To accomplish this goal, a replacement facility was identified, located at 1441 Santa Anita Avenue, South El Monte.

As previously approved by your Board, proceeds from the sale will be deposited into the ADIF, a portion of which can be made available to DCSS, as approved by the CAO, to offset the one-time cost of relocation and refurbishment of the space at the new facility. In April, we identified the need to refurbish the former Assessor's building to allow for the relocation of DCSS to this facility in order to provide services to the public. At that time, plans detailing the scope of work relating to code compliance had not been completed. Such plans have now been completed and are included in the total project cost. The estimate for completing the code compliance work is \$135,000 and the cost of relocating the DCSS program is \$100,000. The total project cost including required code compliance, ADA improvements, building systems, and relocation is \$235,000.

The planned Community Service Center will serve as primary access to government services, information, referral, and/or direct service delivery for residents in the community. Available programs and services include Consumer Affairs, Housing Rights Center, Senior Community Services Employment Program (Title V), FoodNet, Toy Loan, and Voluntary Mediation Services (Attachment A).

The scope of the proposed refurbishment project includes general facility improvements and renovation of approximately 3,900 square feet for DCSS within the overall 17,500 square foot facility. General improvements include upgrades to restrooms and the public entrance in compliance with the American with Disabilities Act (ADA); repairs to the HVAC, electrical and plumbing; and paint, carpet and general cleaning in common areas. Specific modifications for DCSS include paint and carpet; relocation of shelving within the facility; and modifications necessary to meet voice and data requirements. Moving expenses are also included for the department. The proposed refurbishment project will be completed by the Internal Services Department (ISD).

Implementation of Strategic Plan Goals

This project will support the County's Strategic Plan Goal of Service Excellence by providing the public with access to quality services that are both beneficial and responsive to the community.

FISCAL IMPACT/FINANCING

The total cost of the refurbishment project, including plans and specifications, plan check, construction, and relocation, is estimated at \$235,000. The cost will be funded by a portion of the sale proceeds from the properties on Tyler Avenue, which are to be deposited to ADIF.

Operating Budget Impact

DCSS and the Chief Administrative Office have reviewed the anticipated operating requirements for the community center and are estimating an ongoing annual operating budget impact of \$76,000, equivalent to the existing annual operating costs of the San Gabriel Community Service Center. Sufficient funding for these ongoing operational costs is included in the FY 2003-2004 Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The CAO Real Estate Division assisted DCSS in locating the facility located at 1441 Santa Anita Avenue, South El Monte. The Internal Services Department provided the CAO and DCSS with the projected refurbishment cost.

Upon your approval, the ISD, DCSS, and CAO will develop a construction schedule to refurbish and relocate the Community Service Center.

ENVIRONMENTAL DOCUMENTATION

The proposed project has been reviewed and determined to be categorically exempt under CEQA Guidelines, Sections 15301(a), 15311(b) and 15332 and under Class 1(d), Class 1(n) and Class 11(f) of the County of Los Angeles Environmental Document and Guidelines adopted by your Board on November 17, 1987. A Notice of Exemption will be filed with the County Clerk.

The Honorable Board of Supervisors
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Services will continue to be provided from the 3017 Tyler Avenue location until the refurbishment is completed and DCSS staff is relocated to 1441 Santa Anita Avenue.

CONCLUSION

Please return one adopted copy of this letter to the Chief Administrative Office, Capital Projects Division and the Department of Community and Senior Services.

Respectfully submitted,

DAVID E. JANSSEN
Chief Administrative Officer

ROBERT RYANS
Director

DEJ:JSE
DJT:HC

Attachment

cc: County Counsel
Internal Services Department

COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

Service Center Programs and Activities

Consumer Affairs

Investigates and resolves consumer complaints; provides information on Small Claim Court procedures; counsels and educates consumer on their rights and responsibilities; may refer to law enforcement or regulatory agencies.

FoodNet

Operates a countywide emergency food distribution program that has provided millions of pounds of food to needy families in the Los Angeles County area since 1981.

Housing Rights Center

Informs tenants and landlords of their rights and responsibilities concerning housing laws. Investigates discrimination complaints and offers a free monthly rental listing of available housing the San Gabriel Valley.

Senior Community Services Employment Program (Title V)

Provides on the job training to persons 55+ years of age who anticipate obtaining unsubsidized employment.

Toy Loan

The Toy Loan Program is a free service, which allows children to borrow toys from a Toy Loan Center in the same manner in which they borrow books from the public library. After a parent, or other responsible adult signs an application, the child chooses a toy to take home and promises to return it on time and in good condition. This program was also established to teach children honesty, responsibility, courtesy, and integrity.

The Toy Loan Program has been in operation since 1935. It is still a program of the Los Angeles County Department of Public Services (DPSS) and now partners with over 40 agencies in order to distribute toys to children in communities where they live.

The Department of Community and Senior Services operates five Toy Loan sites in Community Service Centers throughout the County. Over 30,000 children are served annually and there are, at any given time, approximately 45,000 toys in circulation and at the headquarters facility.

COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

SERVICE CENTER PROGRAMS AND ACITIVITES

Voluntary Mediation Services (VMS)

This program has been a part of Service Center operations for 13 years. It provides quick and effective conflict resolution as an alternative to the overburdened court system. The bilingual staff offers both mediation and conciliation services in lieu of formal court proceedings to parties who are interested in reaching their own mutually satisfactory agreement to their disputes.

In the mediation format, VMS trained and neutral mediators assist people in conflict to put their dispute into manageable terms, but will not make the final decision regarding the solution. The mediator will help find ground for mutual agreement between the parties, and will write the agreement that will be signed by disputing parties.

Certified mediators are required to complete not less than 25 hours of classroom training, in-service programs, mediation observations, co-mediating, and a final evaluation while conducting mediation. On-going training and workshops are offered throughout the year.